



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

LOGISTICS TECHNICIAN (Permanent – Full time)

Under the supervision of the Assistant Director, Supply Chain & Logistics within the Administration Department, and in close collaboration with other departmental employees, the Logistics Technician supports the Logistics & Operations section by coordinating and monitoring the movement of goods and materials to KRG departments, ensuring timely delivery via air or sea. Specific duties shall include, but not be limited to:

- Coordinate and monitor the transportation of goods, materials, and assets for KRG departments by air, sealift, or ground, including the preparation and operational tracking of shipments (packaging, labeling, consolidation, and monitoring), to ensure timely and safe delivery to northern communities.
- Prepare and submit Dangerous Goods (DG) declarations and related transportation documentation, as required, ensuring compliance with applicable regulations and carrier requirements for air and sealift transport.
- Maintain accurate records of shipments, deliveries, receiving confirmations, and discrepancies, and prepare reports on shipment status, delivery performance, and logistics KPIs.
- As the primary point of contact for the KRG, initiate and follow up on claims for missing, damaged, delayed, or lost goods with air carriers and sealift providers, including gathering supporting documentation and ensuring timely resolution.
- Monitor inventory levels by tracking incoming and outgoing materials, reporting shortages or discrepancies, and coordinating replenishment deliveries as required.
- Collaborate with Asset Management by facilitating asset deliveries and movements and ensuring shipping and receiving documentation is transferred to support registration and tracking in relevant systems.
- Ensure compliance with KRG policies, safety standards, and applicable regulations during all logistics activities.
- Perform other related duties as requested.

Requirements:

- Vocational diploma in Logistics, Supply Chain Management, or a related field; relevant work experience may be considered.
- Minimum of three (3) years of experience in logistics, transportation, or supply chain operations, preferably in northern or remote environments.
- Familiarity with air and sea transportation logistics.
- Basic understanding of asset management principles.
- Strong organizational, communication, and problem-solving skills.
- Proficient in Microsoft Office and experience with ERP systems (e.g., ACCPAC) is an asset.
- Ability to work independently and as part of a team, with attention to detail and a proactive approach.
- Proficient in at least two of the following languages: Inuktitut, English, and French (written and spoken).
- Willingness to travel to remote communities (Nunavik)

Place of work:	Kuujuuaq
Salary:	Minimum: \$52 481/year – Maximum: \$89 256/year (Class 8)
Other benefits:	Cost of living differential: minimum of \$8 500 per year; Food allowance: minimum of \$4 398 per year; Annual leave trips: maximum of 3 per person annually; Simplified Pension Plan: 6.25% employer, 4% employee; Group insurance; Vacation: 20 days per year; Statutory holidays: 20 days including 10 days over the Christmas holidays

Please send your résumé to:

Human Resources

